

**Society of American Archivists  
Council Meeting  
July 24, 2017  
Oregon Convention Center  
Portland, Oregon**

**Executive Director's Report  
(Prepared by Nancy Beaumont)**

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0717-1-VI-E). This report summarizes other Headquarters activities since May 2017.

**STRATEGIC PRIORITIES**

See the Strategic Plan dashboard (0717-1-III-B) for a status update on the priorities outlined there. A portion of the Council's November 2017 meeting will be devoted to strategic planning and the next iteration of SAA's Strategic Plan.

**HEADQUARTERS OPERATIONS / HUMAN RESOURCES**

- Peter invested significant time in preparing for our annual audit. Given the timing of the Annual Meeting and Council meetings, the auditors will be working with us in August and preliminary audit results are expected in late September.

All staff members participated in 360-degree performance appraisal discussions prior to fiscal year end on June 30.

**GOVERNANCE**

- We drafted the minutes of the 0516 Council meeting and assisted the Council in online discussions and votes on a host of items. (See 0717-1-II-A and 0717-1-II-B for a summary of Council and Executive Committee interim actions.)
- Felicia assisted President-Elect Tanya Zanish-Belcher in communicating with some 93 new appointees as well as seven appointed-group interns. Felicia also managed the process of inviting Section chairs to request an intern and review a list of volunteers. Nine interns were matched with Section steering committees for the coming year. In addition, she will be following up with 2016-2017 interns and supervisors to gather evaluations of their work together.

- Felicia worked with the 45 sections to conduct their elections and, in a few cases, referenda.
- Staff prepared materials for the 0717-1 and 0717-2 Council meetings.
- We conducted a series of three AdobeConnect calls with incoming Council members to provide them with an orientation to “Roles and Responsibilities and the SAA Strategic Plan” (which I led), “Introduction to SAA Financial Statements and Budget” (which Peter led), and “How to Get Things Done in SAA” (which Felicia led). The new Council members also are invited to a Tuesday, July 25, morning session with current Council members to have an informal transfer of wisdom about, for example, serving as a liaison to appointed groups and sections. Hope y’all can be there!

## **SAA FOUNDATION**

- The Foundation Board approved the Grant Review Committee’s recommendations that two grant proposals be funded out of the Strategic Growth Fund, at a total of \$6,000. See the announcement [here](#).
- Staff assisted Foundation Board members in preparing materials for the Foundation Board’s two-hour meeting on July 26, including the nomination of new Class B members to fill vacant positions. The Foundation Board will next meet on November 4-5 in Chicago, immediately preceding the Council meeting.
- Staff implemented the Foundation’s Day of Giving on June 20 to benefit the Strategic Growth Fund.
- We made preparations for the Foundation’s exhibit hall booth.

As always, I’m happy to respond to any questions, comments, or suggestions.